



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

**MINOR SUBDIVISION,
LOT COMBINATION, LOT REPARCEL APPLICATION**

Application Submittal:

This application is required for all Minor Subdivision, Lot Combination, and ReParcel submittals (Appendix A; Article 3; Division 3).

Incomplete applications will **not** be accepted.

Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date on the attached Zoning Matters Calendar.

Supporting Documentation:

See Document Requirements Matrix (attached)

Fees:

The fee for submitting a Minor Subdivision, Lot Combination, ReParcel application is \$250

Additional Information:

A minor subdivision shall be a subdivision which contains no more than four (4) lots and which does not require the construction of any public improvements including streets, sidewalks, sewer/water lines, and street trees.

No building permits will be issued for any Minor Subdivision, Lot Combination, or Lot ReParcel until a recorded Plat is provided.



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Applicant Has Previously Attended a Pre-Application Meeting: [] Yes [] No

OWNER / APPLICANT:

Form with fields for Owner Name, Applicant Name, Address, City, State, Zip, Tel #, Mobile #, and Email.

PROPERTY INFORMATION:

Form with fields for Project Name, Property Location, Commission District, Parcel #(s), Current Zoning District, and Total Acreage.

Application Type:

[] Minor Subdivision [] Lot Combination [] Lot ReParcel

Any Applicable Zoning Overlay Districts: [] N/A [] Mountain View [] Old Dixie

[] Highway 138 [] Highway 42 [] Highway 54 [] Tara Boulevard [] Panhandle Area [] Cherry Hills

Type of Development:

[] Residential [] Non-Residential [] Mixed Use



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Current Use of Property:

Current Number of Lots: _____

Number of Lots Proposed: _____

Minimum Lot Size Proposed: _____

FOR LOT COMBINATIONS / LOT REPARCELS ONLY:

* All Property Owner(s) Must Be The Same On All Parcels

In accordance with the attached plat, survey, or deed, I hereby require and authorize the Clayton County Tax Assessor, Property Mapping Division to:

COMBINE the following properties:

REPARCEL the following properties:

Parcel(s) _____

Parcel(s) _____

Parcel(s) _____

I hereby certify that the information provided in this application is true and accurate.

Print Name _____ **Signature** _____ **Date** _____

PLANNING, ZONING, & SUSTAINABILITY APPLICATION SUBMITTAL REQUIREMENTS

ZONING APPLICATIONS	Completed Application	Property Owner Authorization	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of Existing Property	Sewer/Septic Letter	Site Plans	Site Photos
ZONING APPEALS									
Administrative Decision Appeals	X				X				
Zoning Variance	X	X		X	X	X		X	
ADMINISTRATIVE PROCESS									
Pre-Application Meeting Request	X				X	X		X	
Zoning Verification Letter Request	X				X	X			
Minor Subdivision, Lot Combination, Lot ReParcel	X	X		X	X	X	X	X	
Tree Removal	X	X		X	X	X		X	X
Timber Harvesting	X	X			X	X		X	X
Urban / Market Garden	X	X			X	X	X	X	
Sign Permit	X	See Sign Permit Application							
LAND DEVELOPMENT									
Site Development	X	X		X	X	X		X	
Preliminary Plat	X	X		X	X	X		X	
Final Plat	X	X		X	X	X		X	
REZONINGS & LAND USE									
Rezoning (Map Change)	X	X	X	X	X	X	X	X	
Future Land Use Plan Amendments	X	X	X	X	X	X	X	X	
Zoning Condition Modifications	X	X	X	X	X	X	X	X	
Conditional Use Permit	X	X	X	X	X	X	X	X	
Planned Unit Development	X	X	X	X	X	X	X	X	

Note:

Letter of Authorization must be notarized

Sewer Letter from Clayton County Water Authority or Septic Letter from Clayton County Health Department

JEFFREY E. TURNER
CHAIRMAN
MICHAEL L. EDMONDSON
VICE CHAIRMAN / DISTRICT 4
SONNA SINGLETON-GREGORY
DISTRICT 1
GAIL B. HAMBRICK
DISTRICT 2
FELICIA FRANKLIN WARNER
DISTRICT 3

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PATRICK EJIKE
DIRECTOR

PROPERTY OWNER(S) AUTHORIZATION FORM

I _____ swear and affirm that I am the owner of the property at
(Property Owner's Name)

_____, as shown on the Tax
(Property Address and Parcel Number)

Map And/or deed records of Clayton County, Georgia.

I hereby authorize _____ to act as the applicant or agent in pursuit of
(Applicant Name)

the development requested on this property.

(Signature of Property Owner)

Personally appeared before me on this _____ day of _____ 20_____

My Commission expires on _____

Notary Signature/Seal

Date